

<b>Policy Section:</b>	<b>7 Compensation</b>
<b>Policy Number and Title:</b>	<b>4.0.2 Chart of Exempt and Nonexempt Employees at Princeton University</b>
<b>Applicable To:</b>	<b>All Regular Employees</b>
<b>Effective Date:</b>	<b>May 31, 2001</b>

**PART A--VOLUNTARY**

<b>Category</b>	<b>Subject to FLSA Overtime Requirements</b>	<b>Records that Supervisors are Responsible for Keeping</b>
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**Exempt**

<p><b>Monthly Payroll</b>, 12 pays per year</p> <p>Examples: Administrative Senior Laboratory and Shop, Athletic Coaches, Public Safety Supervisors, Health Care Positions, etc.</p>	<b>No</b>	Records of Time Not Worked (non-productive time), i.e., days during the employee's normally scheduled workweek that the employee has not worked due to sporadic absence, vacation time, holidays, leave without pay, etc.
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**Nonexempt**

<p><b>Biweekly B Payroll</b>, 36-1/4 hour workweek, 26 pays per year.</p> <p>Examples: Office Support Positions</p>		Records of Time Worked (non-productive time) i.e., number of hours worked each day and week, must distinguish between regular hours, overtime, making up time, etc.
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<p><b>Biweekly A Payroll</b>, 40 hour workweek; 26 pays per year</p> <p>Examples: Technical Support Positions, Maintenance and Service Positions, Trades</p>		Records of Time Not Worked (non-productive time) i.e., hours or days during the employee's normally scheduled workweek that the employee has not worked due to sporadic absence, vacation time, holidays, compensatory time, compelling reason time, leave without pay, and those employees under the Paid Time Off program.
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**CONTACTS**

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